

# Instructions for completing the

## NON-RESIDENT AFFIDAVIT FORM

You can type directly in the Non-Resident Affidavit form online or you may print the form and complete it by hand or typewriter. The form cannot be electronically submitted. You **MUST** mail the form to the Clerk's Office. For complete instructions see "**When you are finished.**"

### **To type on the PDF form:**

Use the arrow buttons at the top or bottom of the Adobe toolbars to move to page 2 of this document. This brings you to the first page of the Non-Resident Affidavit form. Text fields have been inserted where you enter information. Move the mouse over the form until you get to the first text field which is the entry for the "DUFm% Full Name." The hand will turn into an I-beam when it is over the text field. Click the mouse and the I-beam will turn into a blinking vertical line. You can start typing at this point.

Use the tab key to move to the next field. Once you have completed the last text field on the form, hit the "Enter" key to input the last entry.

### **How to check a checkbox?**

Move the hand over the checkbox. The hand will turn into an arrow or a pointing finger. Click the mouse to check or you can use the space bar to check the box. To uncheck the box, move the hand over the checkbox. It will turn into an arrow or a pointing finger. Click the mouse to remove the check.

### **What if I make a mistake or want to start over?**

To make a correction, move the hand over to the field where you want to make the change and click on it. It will highlight the present entry and you can type in that field again.

If you want to start the entire form again, click the RESET FORM button at the bottom of page 2 of the Form. This clears all entries. **WARNING:** This removes all data from the entire form so you will have to start the form completely from the beginning.

### **When you are finished:**

Click FILE, then PRINT. This form **must** be signed in front of the clerk or comparable official in your jurisdiction. Call your local official to see if both parties need to be present. After your local official has given the oath and signed and sealed the application, MAIL the completed form with a CERTIFIED CHECK or MONEY ORDER in the amount of \$35 payable to Clerk of the Circuit Court for Kent County:

Clerk of Circuit Court  
Circuit Court for Kent County  
103 N. Cross Street  
Chestertown, MD 21620

**STATE OF MARYLAND  
NON-RESIDENT MARRIAGE APPLICATION**

Please Type or Print Clearly

APPLICATION NO. \_\_\_\_\_

LICENSE NO. \_\_\_\_\_

**To the Clerk of the Circuit Court for Kent County, Maryland:**

**I HEREBY MAKE APPLICATION FOR A MARRIAGE LICENSE TO BE ISSUED IN ACCORDANCE WITH THE ACT OF ASSEMBLY IN SUCH CASES MADE AND PROVIDED, AND DO MAKE THE FOLLOWING STATEMENTS UNDER OATH, TO WIT:**

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Party 1: \_\_\_\_\_ Age: \_\_\_\_\_  
(Full Name)  
Residence: \_\_\_\_\_ Birth State: \_\_\_\_\_  
\_\_\_\_\_  
SSN: \_\_\_\_\_  
(Mandatory)  
Marital Status: ☐ Single (Never Married)  
☐ Widowed \_\_\_\_\_  
☐ Divorced \_\_\_\_\_

If widowed or divorced, for **ALL** previous marriages, please list exact date (day, month and year) of death or divorce decree and the state where each occurred.

Name of person consenting if Party 1 is a minor \_\_\_\_\_  
(Consent Form under Oath Must be Completed, see next page) (Parent or Guardian)

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Party 2: \_\_\_\_\_ Age: \_\_\_\_\_  
(Full Name)  
Residence: \_\_\_\_\_ Birth State: \_\_\_\_\_  
\_\_\_\_\_  
SSN: \_\_\_\_\_  
(Mandatory)  
Marital Status: ☐ Single (Never Married)  
☐ Widowed \_\_\_\_\_  
☐ Divorced \_\_\_\_\_

If widowed or divorced, for **ALL** previous marriages, please list exact date (day, month and year) of death or divorce decree and the state where each occurred.

Relationship to Party 1, if any \_\_\_\_\_

Name of person consenting if Party 2 is a minor \_\_\_\_\_  
(Consent Form under Oath Must be Completed, see next page) (Parent or Guardian)

X \_\_\_\_\_ X \_\_\_\_\_  
Signature of Party 1 Signature of Party 2

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SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

\_\_\_\_\_  
Signature of comparable official\*  
Printed Name \_\_\_\_\_  
Court/Office \_\_\_\_\_

**\*NOTE: This document is authorized under the Maryland Annotated Code - Family Law Article. A Notary Public is NOT a comparable official under the laws governing Marriage Licenses for Maryland. A Clerk of any court or Marriage License agent would be. The Clerk of Circuit Court requests your cooperation and assistance. Telephone (410) 778-7431. A LICENSE WILL NOT BE ISSUED UNTIL ALL APPLICABLE LAWS OF MARYLAND ARE COMPLIED WITH.**

Marriage License will be ☐ Picked up  
☐ Mailed to Party @ \_\_\_\_\_  
☐ Mailed to Minister @ \_\_\_\_\_

**Daytime phone number where you can be reached in the event there are questions concerning this application** \_\_\_\_\_

License cost of \$35.00 must be submitted by a Money Order or Certified Check payable to the Clerk of Circuit Court for Kent County.  
Civil Marriages are performed between 9:00 AM and 4:00 PM Monday through Friday for a fee of \$25.00 payable the day of the ceremony.

**YOU MUST APPLY TO THE COUNTY YOU WISH TO BE MARRIED IN** - See below for appropriate fees and marriage information:

Allegany County	(301)777-5922	Harford County	(410)879-0012
Anne Arundel County	(410)222-1195	Howard County	(410)313-2111
Baltimore City	(410)333-3733	Kent County	(410)778-7431
Baltimore County	(410)887-2601	Montgomery Co.	(301)217-7778
Calvert County	(410)535-1660	Prince George's Co.	(301)952-5030
Caroline County	(410)479-1811	Queen Anne's County	(410)758-1773
Carroll County	(410)386-2642	Somerset County	(410)651-1555
Cecil County	(410)996-5373	St. Mary's County	(301)475-4568
Charles County	(301)932-3240	Talbot County	(410)822-2611
Dorchester County	(410)228-0480	Washington County	(301)733-8660
Frederick County	(301)694-1976	Wicomico County	(410)543-6551
Garrett County	(301)334-1937	Worcester County	(410)632-1221

#### **MARRIAGE OF MINORS - Article 2 Section 301 - Family Law**

**An individual 16 or 17 years of age** may not marry unless:

- (1) the individual has the consent of a parent or guardian and the parent or guardian swears that the individual is at least 16 years old;  
or
- (2) if the individual does not have the consent of a parent or guardian, either party to be married gives the clerk a certificate from a licensed physician stating that the physician has examined the woman to be married and has found that she is pregnant or has given birth to a child.

**An individual 15 years old** may not marry unless:

- (1) the individual has the consent of a parent or guardian; and
- (2) either party to be married gives the clerk a certificate from a licensed physician stating that the physician has examined the woman to be married and has found that she is pregnant or has given birth to a child.

**An individual under the age of 15** may not marry.

#### **PARENTAL CONSENT TO ISSUE MARRIAGE LICENSE**

Application having been made to the Clerk of the Circuit Court for Kent County, Maryland, for a marriage license to be issued to \_\_\_\_\_ and \_\_\_\_\_, the said \_\_\_\_\_ being under the age of 18 years, I/we the parent(s) of said \_\_\_\_\_ hereby give our assent for the marriage of our son/daughter/ward who is \_\_\_\_\_ years of age, to the said \_\_\_\_\_, and I/we hereby direct the Clerk of the Circuit Court for Kent County, Maryland, to issue the license for such marriage.

\_\_\_\_\_  
(Parent or Guardian) (SEAL) \_\_\_\_\_ (Parent or Guardian) (SEAL)

#### **ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, SS:

I hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_, before me, the subscriber, a \_\_\_\_\_ of the State of \_\_\_\_\_ in and for the County of \_\_\_\_\_, personally appeared \_\_\_\_\_ and acknowledged the forgoing certificate to be h \_\_\_\_\_ act and deed.

\_\_\_\_\_  
(SEAL)

## INSTRUCTIONS FOR THE COMPARABLE OFFICIAL

Maryland law requires that either Party 1 or Party 2 appear in person at the Clerk of the Circuit Court in the County where the marriage ceremony is to be performed in order to apply for a marriage license. However, Maryland Family Law Article 2-402 states that if neither of the parties to be married resides in Maryland or in the Maryland County where the marriage is to be performed, the parties may (for their convenience) submit a Non-Resident Marriage Application.

The Non-Resident Marriage Application requires that at least one of the parties appear in person before the Clerk, or other comparable official, in the jurisdiction (county, state or country) where the person resides, and provide, under oath, the information required on the application.

To be a comparable official, you should be authorized to administer oaths and issue marriage licenses as part of your duties as a public official. **A notary public is NOT a comparable official.**

By signing and placing your official seal on the application, you are indicating that:

- (1) One of the parties has appeared before you and provided, under oath, the same information required on the application.
- (2) The party has solemnly affirmed or declared that the facts set forth on the application are true to the best of their knowledge or belief.

Please sign and seal the affidavit, print your name, title and office phone number on the affidavit.

We understand that you are not bound by Maryland Law and therefore, not required to provide this service. We do appreciate your cooperation and assistance. For further information, please do not hesitate to contact us at (410) 778-7460.